PRINTING INVOICES AND PURCHASE ACTIVITY REPORTS IN WEX

PRINTING WEX INVOICES

1. Log into WEX Online at https://go.wexonline.com/online
2. On Left side of screen under Account Explorer, enter your Account # or Account Name or your Agency 4 digit Bill Code and click GO.

3. In the middle of the screen, click on the Blue Link of your Agency Bill Code and Name.

4. On the right side of the screen, click VIEW INVOICES.

Account Summary

Drivers View Drivers | Add Driver	Cards View Cards | Add Vehicle/Asset Card
Authorization Profiles View Auth Profiles | Add Auth Profile	Invoices View Invoices | Make Payment | View Payments | View Bank Accounts
Departments View Departments | Add Department	Addresses View Addresses | Add Address

5. Scroll down and click RETRIEVE INVOICE beside the transaction you want to print.

Download Results: CSV Format   Excel Format

| Previous | Next	Displaying 1-24 of 24 Records Found.	Results per page 25 ▼ Go
Closing Date Invoice Number Ending Balance	**Minimum Payment** **Last Payment Date** **Payment Amount**	**Actions**
04/30/2015 40703653 $1,180.39	$1,180.39 05/26/2015 $744.01	Retrieve Invoice View Transaction Details Download to Quickbooks
03/31/2015 40359116 $744.01	$744.01 04/24/2015 $1,340.50	Retrieve Invoice View Transaction Details Download to Quickbooks

6. A pop-up box appears at the bottom of the screen. Choose the OPEN option. This opens the invoice in a PDF file format.
7. Print the Invoice

PRINTING WEX PURCHASE ACTIVITY REPORTS

1. Log into WEX Online at https://go.wexonline.com/online
2. Click on REPORTS at the top of the screen.
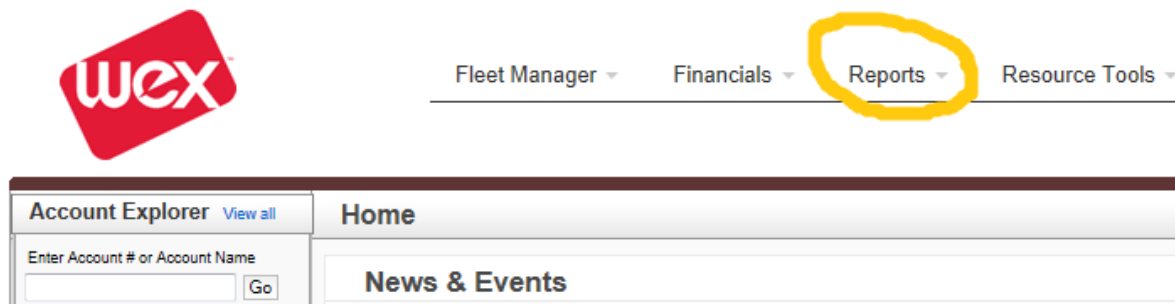
3. On right side of screen, click on VIEW STANDARD REPORTS.
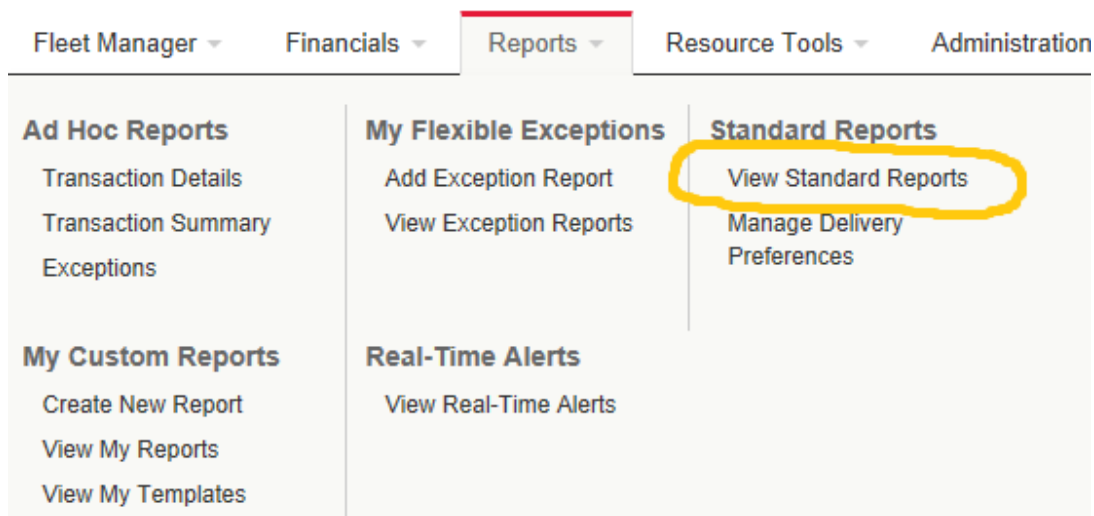
4. In the Search Filter box, in the REPORT FROM DATE box, type in the beginning date of the report you want (ex. 05/01/13 or 06/01/13)
5. In the REPORT TO DATE box, type in the ending date of the report you want (ex. 05/31/13 or 06/30/13)
6. From the list below, click beside of the account that you want to print the Invoice for.

7. Scroll down to the bottom of the screen and click SEARCH
8. From the Records Found list, choose PURCHASE ACTIVITY REPORT by clicking on the RETRIEVE link.

9. A pop-up box appears at the bottom of the screen. Choose the OPEN option. This opens the invoice in a PDF file format.
10. Print this report to go with your Invoice.